

# Child Development Coordinating Council Minutes

## September 16, 2015

### Meeting Attendance

**Voting Members Present:** Mary Groen, Erin Clancy, Lance Roorda, Kimberly Villotti, Beth Van Meeteren, and Carla Peterson

**Voting Members Absent:** Julie Ingersoll, Marguerite (Peg) Macek, Stephanie Peters

**Non-Voting Members Present:** None

**Non-Voting Members Absent:** Jeanie Wade-Nagle, Lora Patton, Tom Rendon, Carrie Sanderfer

**Staff to Council:** Amy Stegeman and Amanda Winslow

**Secretary:** Gloria Hamilton

**Guests:** Tim Crellin

**The meeting was called to order by Erin Clancy, CDCC Chair.**

### Action Item

#### Approval of April 15, 2015 & July 15, 2015 Minutes

Minutes were shared via email prior to the meeting and provided as a handout for the meeting. Erin Clancy asked for any comments or edits to the April 15, 2015 & July 15, 2015 minutes. Edits were recommended to change the way the word data was used in a sentence in April minutes. No edits for July minutes. The Council agreed by consensus to move the approval of the minutes forward for a vote. Mary Groen made a motion and Carla Peterson seconded for April minutes. The minutes were approved unanimously.

Carla Peterson moved to approve minutes for July and Lance Roorda seconded. The minutes were approved unanimously. Motioned carried for both.

**Public Comment:** Tim Crellin, fiscal analyst for legislative services, introduced himself. Tim asked the Council how the appropriated funds are divided amongst programs. Amy Stegeman responded with a brief history and answer. Kimberly Villotti asked Mr. Crellin to submit his question via email and the Department would respond.

### Information/Discussion Item:

#### Overview and History of CDCC and Shared Visions Programs

Amy Stegeman sent out an email with history, code, and administrative rule that governs the Shared Visions programs and describes the purpose of the Council. The Council received an email with links to the Department of Education website to provide supporting documentation links for Shared Visions Preschool programs, Shared Visions Parent Support programs, and the CDCC. The Council was also provided a handout for a quick one page reference of the history and a map to provide a visual for the distribution of current FY16 grantees.

The Council was reminded that administrative rules now require a competitive grant process every five years. The next competitive grant process will be FY21. Current grantees will complete a renewal application each year. The renewal application will not be as extensive as their original competitive grant application.

There was a short conversation related to the recent competitive grant process and suggestions for consideration during the next competitive cycle, specifically whether programs could complete one application and identify their classrooms/sites within the one application versus individual applications per site.

### Updates from Staff Regarding Programs:

## **Shared Visions Preschool Program**

Amy provided the following updates related to both preschool and parent support grantees:

- Orientation webinars were conducted live and recorded, then posted and are currently available on the website. Some of the information covered included program requirements, fiscal accountability, history and overview of the program and data collection.
- A summarized list of data to be collected at the end of the program year was sent to all grantees.
- Consultant support for awarded grantees has been changed to allow each consultant responsibility for approximately half preschool and half parent support grantees. This will assist with broader knowledge and an increase in collaboration between consultants. Grantees received communication related to this last week.

Amy provided the following updates related specifically to preschool grantees:

- All awarded grantees have been finalized in the Iowa Grants online system and have received the first quarter payment.
- Year-end reports are under review with just a handful of reviews left. There are a number of programs responding to needed corrections. There were a handful of programs needed assistance with access through the Portal and one needing ongoing assistance to gain access and complete the report.
- A handout was provided to summarize the guidance provided to grantees related to the new language that was passed in HF 658. The new language offers Shared Visions Preschool programs the option to select either NAEYC Accreditation, IQPPS, or any other program standard as determined by the Department. The guidance document can be found on the Department website and has been sent via email to current grantees. The Department determined another program standard option would be the Head Start Program Performance Standards. Additionally, the option to select program standards would begin during the next competitive grant process.

The current requirement is for grantees to be NAEYC accredited, with the exception that new grantees must attain accreditation by the end of the second year of funding. There are three new grantees that will be in the initial process of earning NAEYC accreditation. The Council recommended sending a letter to these grantees to acknowledge their implementation plan towards NAEYC accreditation, as detailed in their program application. Staff will develop these letters and sign in conjunction with the Council Chair.

## **Shared Visions Parent Supports Program**

Amy provided the following updated related specifically to parent support grantees:

- Each awarded grantee had to submit a new budget to match the state allocation. All have been reviewed and approved within the Iowa Grants online system and all grantees have received the first quarter payment.
- The template for the supplemental year-end report was distributed in late June with a due date of August 7, 2015 and all have been received. We have also received a year-end report from REDCap for each FY15 grantee, as well as a combined report of all grantees. We are in the process of reviewing the year-end reports.
- We did a quick review of content that is currently collected and noted additional areas to include in the FY16 year-end supplemental report form, as well as items to request through REDCap.
- The REDCap data is not being coordinated directly through IDPH and changes have been made to technical assistance, training and feedback.

## **Year-End Report/Status on Data Collection**

Amanda Winslow and Amy Stegeman are reviewing year-end reports. Amy Stegeman will still be responsible for communicating with FY15 grantees regarding and necessary edits or corrections.

Beth asked if there was any information in the year-end reports on curriculum. Amy explained that we collect information regarding what curriculum is being implemented and that it is ultimately a local decision. She then

provided current details of year-end report data collection and explained how future data collection has been detailed in a guidance document for all Shared Visions program grantees.

The Council had a short discussion around data collection that included current practice and future considerations. Some topics discussed included identifying where children are being served outside of Shared Visions programs, collaborations/partnerships and requirements around the length of a program day.

### **Information/Discussion Item:**

#### **Membership for FY16**

- **ACTION ITEM - Co-Chair Interest and Elections:** A summary of membership for FY16 was provided to include a reminder that Erin Clancy is beginning a two-year term as Chair of the CDCC. Erin reminded the Council that there is still a need for election of a Co-Chair. Lance Roorda volunteered for this role by offering to nominate himself. Carla Peterson made a motion to elect Lance Roorda as the Co-Chair of the CDCC for a 2-year term, seconded by Beth Van Meeteren. This was unanimously approved and the motion carried. The group then discussed membership for FY16 by summarizing the current representatives, new members and which organizations they would be representing. The Council decided that letters of appreciation should be sent to former members of the Council. Amy and Amanda would prepare a letter and certificate to be signed by the Chair.
- **Non-Voting Members: New and Renewals:** The group discussed the need for a process that would identify contacts when new representation is needed for non-voting members. It was also discussed that the Council should consider reviewing non-voting members that have been added by the Council over the years and determine if these roles are still necessary. The Council also had a conversation about the need to identify stakeholders within early childhood that may be beneficial to membership. Additionally, a request was brought forward by IAEYC to have someone sit on the Council. The group concluded that further discussion around this topic is necessary.
- **Attendance and Quorum:** Council voting member attendance has been an issue and accountability for attendance was discussed. The Council believes attendance for individuals who are chronically absent needs to be directly addressed. It was suggested that members always have the option to call in or use Zoom if traveling to the meet is not an option. It was also suggested that members who cannot attend be asked to find an alternative representative for the meeting. The need to develop bylaws and address items such as CDCC meeting attendance and length of membership on the Council was also considered. Staff will research and draft bylaws to share with the Council and this will be a discussion item during the November meeting.

### **Information/Discussion Item:**

- **Revisit Goals for the Council in FY16**

The April minutes were reviewed to provide the priorities and goals determined by the Council. Each goal was revisited and the following update on progress was provided.

- Letters were sent to voting members listed in law to verify designees and ensure adequate representation for the Council in FY16.
- **Determine Next Steps for FY16**

Through review of the goals, the Council determined the following as next steps for their work.

  - The Council wants to identify what would be evaluated in a new program evaluation process and the desired outcomes. It was determined that the evaluation should focus on the program and not kids.
  - Identify current data collection and how the data identifies children served in early childhood programs, as well as what data requests would be useful to the Council's work.
  - Develop a shared Google folder for Council members to begin collecting resources and samples of bylaws. These will be used as a reference when developing bylaws for the Council. Areas to consider are voting member attendance, a process for renewing non-voting members, and length of membership on the Council.

- Review Iowa Code 256A to identify the Council's scope of work based on current needs and systems. Some of the duties of the Council, as stated in law, appear outdated and may need to be addressed differently since the early childhood system has evolved. Considerations include how to incorporate Early Childhood Iowa, whether we are duplicating efforts, and if we should consider recommending a change to the law.
- Staff will present the draft of year-end report to the Governor to the Council at the November meeting. Send thank you letters/certificates to members that are leaving or have left the Council

### **Information/Discussion Item:**

#### **Use of Funds: Evaluation and Staff Development**

The following historical summary was provided to the Council:

In 1993 the CDCC developed budget guidance and determined 1% of a grant award would be used for evaluation with a maximum of \$1,000 per grantee. This money flowed to the grantee as part of the award and the program then had to show it as PE in the submitted budget. In 2006 the CDCC made a policy change to determine that ½ of the 1% would continue to flow to the grantees to be used for PE, such as NAEYC fees as an acceptable use of funds and the other ½ of the 1% would be maintained at the Department for evaluation and staff development. In 2011 the ½ of the 1% maintained by the Department was decreased to only maintaining a total of \$5,000 for supporting the GOLD state license since it is required for grantees. The remaining ½ of the 1% flowed to grantees.

The current status is now GOLD is required for any district pre-kindergarten program and therefore the GOLD license is funded through other resources. The \$5,000 held at the Department is now available for FY16 and per CDCC policy has been earmarked for staff development or program evaluation. These funds will need to be appropriated by June 30, 2016. The Council had a brief discussion about program evaluation and how the funds could be used per program for staff development needs. The Council determined there should be work time at the next meeting to assist in determining how these funds should be used.

**Action Item:** Conversation related to the next meeting occurred resulting in Erin Clancy asking for a motion to approve a change of date for the meeting to November 4, 2015 and the time of the meeting as 9 am to 2 pm. It was determined this would meet the attendance need for voting members. Mary Groen made the motion; Lance Roorda seconded the motion; and the change was approved unanimously.

### **Information/Discussion Item**

#### **CDCC Member Updates:**

- Erin: The Department of Human Services has been designated as the lead agency to meet reauthorization requirements within the CCDBG. The DHS team is currently seeking input for the development of the state plan to meet CCDBG reauthorization requirements. There are several details within the reauthorization such as pre-service orientation, increased number of professional development hours, opportunities for recalibration of Quality Rating System (QRS) and 12 month eligibility for CCA. The CCDBG is being reviewed by sections and there is an assigned DHS staff lead per section.
- Carla: Iowa State received approval for an online bachelor's degree in early care and education. This is not a teacher licensure program. There are currently eleven students enrolled in this program.
- Mary: Mini-grants are being written to target professional development and need to be completed by October 16, 2015. The IQPPS process is under review by collaborative efforts between the Department of Education and Area Education Agencies.
- Lance: [iafamilysupportnetwork.org](http://iafamilysupportnetwork.org) is a state wide website that is up and running. Referrals can be made statewide. Materials and handouts can be requested on the site.
- Kim: Differentiated accountability is progressing and is in the pilot stage. There are varying levels of support to be provided based on need. All schools will complete a universal desk audit. There will be on-site visits for those districts needing intensive supports. If a district needs support but is not at an intensive level, they

will receive a targeted level of supports through electronic meetings, phone calls, or other similar approaches. A new statewide school improvement team was formed called SSIT which will be providing the supports needed.

- Beth: A new STEM website is up and running: [rampsandpathways.org](http://rampsandpathways.org). It is available for teachers to review and materials can be accessed through the site.
- Amanda: Amanda is new to the Department of Education as an Early Childhood Consultant for Shared Visions and early childhood. She will represent the Department on the ECI TA team and can assist in providing ECI updates to the Council.
- Amy: Updates provided throughout the meeting.

## **Adjourn**

The Council members present agreed to adjourn the meeting.

## **Future Meeting Agenda Items**

The next Council meeting dates are:

- November 4, 2015 –Jessie Parker Building- Starkweather Room; 9:00am – 2:00pm
- February 17, 2016 – Grimes Building-Room 3N Central; 10:00am – 3:00pm
- April 20, 2016 – Grimes Building – Room 3N Central; 10:00am – 3:00pm
- July 20, 2016 – Optional Conference Call; 10:00am – 12:00pm